

# PRIVILEGE CLASSIFICATION CHANGE TUTORIAL



NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.

# **INSTRUCTIONS**

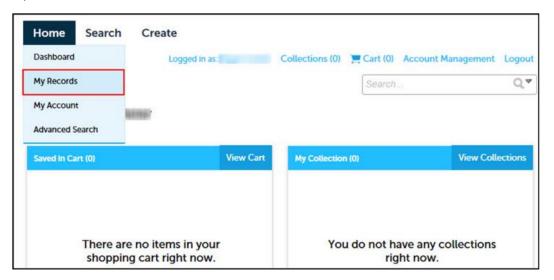
For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices.

- 1. Log in to Account Central, then the Licensing system will be displayed.
- 2. Click <u>Home>My Records</u> in the top left navigation. A list of all records displays.
- 3. Find the license to be surrendered. Click to open the record.
- Click Create Amendment button at bottom of page.
- 5. Select an Amendment Type for the Privilege Classification you want to change. Click Continue Application.
- 6. Complete required fields on the <a href="Change Description">Change Description</a> page. Click Continue Application.
- 7. Attach supporting documents if applicable. Click **Continue Application**.
- 8. Add comments (optional). Click Continue Application.
- 9. If a payment is not required, the Receipt/Record issuance page loads. If a payment is required, continue with steps 10 14.
- 10. Review Pay Fees page then click Check Out.
- 11. Click Checkout on the Cart page.
- 12. Click <u>Proceed with Payment</u> on the payment screen.
- 13. Enter Payment Information then click Submit Payment.
- 14. Receipt/Record issuance page loads.

# **END OF WRITTEN INSTRUCTIONS**

# **SCREEN HELP**

#### My Records



#### **Back to Instructions**

#### Open a Record

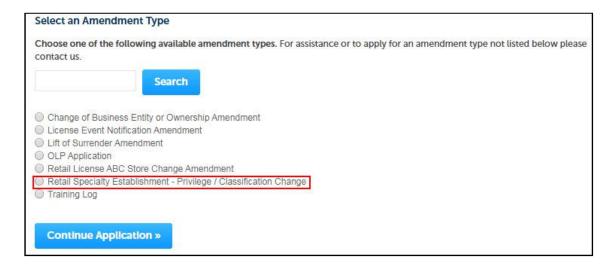


#### **Create Amendment**

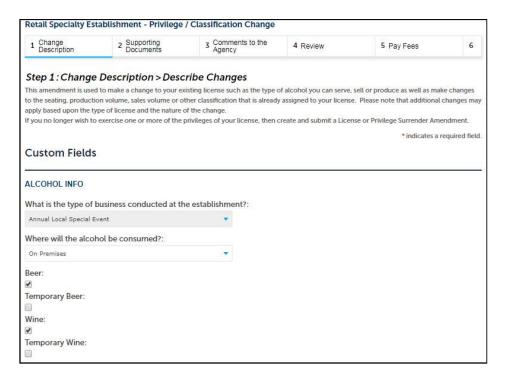


# **Back to Instructions**

#### Select Amendment

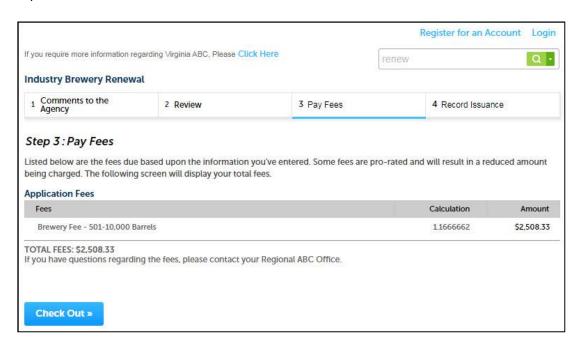


#### **Change Description**



#### **Back to Instructions**

# Pay Fees



# **Proceed with Payment**



#### **Back to Instructions**

# **Submit Payment**

